

DEFINITION OF A DRUG ANONYMOUS “GROUP”

A meeting is when two or more people gather together to share their experience, strength and hope with each other. A meeting may call itself a D.A.A. Group when:

1. The only requirement for membership is a desire to stop using Drugs and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of A.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

THE D.A.A. GROUP

The basic unit in D.A.A. is the local Group, which is autonomous except in matters affecting other Groups or D.A.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films.

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in D.A.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Drug Addicts Anonymous and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group. The Group's total responsibility is perhaps best expressed by the **Long Form of the First Tradition**:

“Each member of Drug Addicts Anonymous is but a small part of a great whole. D.A.A. must continue to live or most of us will surely die. Hence our common welfare comes first, but individual welfare follows close afterward.”

We hope that our common struggle and our common solution will take precedence over most issues and cut back on negative behaviors that could threaten the safety of newcomers but we can't rely on this hope absolutely. We must remember, Drug Addicts Anonymous often reflects our larger society and as such, challenges and problems found in the outside world often make their way into our groups. For this reason, we strongly encourage groups to discuss the topic of safety and to seek through sponsorship, workshops, group conscience meetings and regular meetings to raise the awareness of all members regarding the group's primary purpose and how to best create a safe environment for newcomers who know very little if anything about what we do and why we do it. The burden to educate newcomers falls on the shoulders of our elders. We should strive to create the safest environment possible to carry the message of recovery to still-suffering drug addicts. All the problems we face in D.A.A. can be solved through good sponsorship. We must remember, D.A.A. is more than a fellowship for recovered drug addicts, it's a way of life for all those who have lost their way in a troubled world. It is our responsibility, by God's grace, to protect it.

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each D.A.A. group is autonomous, and adopts its own format, D.A.A. as such never endorses, opposes or affiliates, expressed or implied, with any sect, denomination, politics, organization or institution. A leader describes the D.A.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or to participation.

Sometime during the meeting, there is usually a period for D.A.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area and USA Service Office as per the 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted. Each group can create their own nomination process, however, it is beneficial to D.A.A. as a whole to nominate trusted servants in November and elect them in December.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participants involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or D.A.A. as a whole. Any group that wishes to become a D.A.A. group may reach out to their local Area to be added to their area directory or register the group with D.A.A. USA.

If any new group would like a business meeting or regular meeting template D.A.A. USA has templates available.

THE TWELVE STEPS OF DRUG ADDICTS ANONYMOUS

1. We admitted we were powerless over narcotics and all other mind altering substances – that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to drug addicts and to practice these principles in all our affairs.

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The Twelve Traditions of Drug Addicts Anonymous

1. Our common welfare should come first: personal recovery depends upon D.A.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants: they do not govern.
3. The only requirement for D.A.A. membership is a desire to stop using narcotics and all other mind- altering substances.
4. Each group should be autonomous except in matters affecting other groups or D.A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the drug addict who still suffers.
6. A D.A.A. group ought never endorse, finance, or lend the D.A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. A D.A.A. group ought to be fully self-supporting, declining outside contributions.
8. Drug Addicts Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. D.A.A. as such ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Drug Addicts Anonymous has no opinion on outside issues; hence the D.A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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THE D.A.A. HOME GROUP

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

MEETING/GROUP TYPES:

OPEN: Attended by D.A.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to D.A.A. members only.

MEETING/GROUP STYLES:

BOOK STUDY: Participants study and discuss the first 164 pages from the Big Book of Alcoholics Anonymous.

PARTICIPATION: Participants discuss their experience, strength and hope with the meeting/group one member at a time. All topics must come from the first 164 of the Big Book.

SPEAKER: One or more D.A.A. members share their personal experience, strength and hope with the meeting/group at length.

H&I MEETINGS: H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local D.A.A. members through the H&I committee. H&I meetings are basically beginner's meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or USA directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

ONLINE MEETINGS: Online meetings are the same as any other type of meeting. The only difference being that they are on some online venue.

GROUP SERVANTS

“For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” OUR SECOND TRADITION

D.A.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include Chairperson, Literature Chair, Coffeemaker/Hospitality, Greeter, etc. The suggested business positions of groups are:

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested sobriety time: One year

Term: One- two years

The GSR position is a very important service position for which a member can be elected. Great care should be taken with this choice; the quality of the Area Services and ultimately USA Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on an Area level as well as the USA level.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or D.A.A. as a whole, although it is the GSR responsibility to vote mindful of the group conscience. (See Concept 3). A good GSR is familiar with the D.A.A. USA Service Manual and the Twelve Concepts of USA Services. If the GSR cannot attend, an Alternat should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:

1. Connect with the D.A.A. USA services and get us connected to the website. (For a group starting out)
2. Sees that the Traditions are followed within the Group.
3. Attends all appropriate business meetings.
4. Conducts communication between the Group and Area.
5. Reads/reviews communications from the Area and D.A.A. USA.
6. Attend the quarterly D.A.A. USA meetings.
7. Vote on behalf of the group in any Area/USA event.
8. The GSR is a non-voting member of the homegroup but may raise issues as they see fit. The GSR is used as a tie breaking vote in the event of a deadlock within the homegroup.

ALTERNATE GSR

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR.

SECRETARY

Suggested sobriety time: Six Months

Term: One-Two years

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the members through utilization of the D.A.A. Program.

Duties and Responsibilities:

1. See that the Traditions are being followed within the Group.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.

5. See that the Group is represented at Area Service Meeting.
6. Keep an accurate, up-to-date record of changes of the group conscience.
7. Keep a record of each officer's election date.
8. Display D.A.A. literature and schedules.
9. Structure the monthly business meeting.
10. Maintain a member list of home group members
11. Maintain a contact list (contacts for newcomers)
12. Maintain the minutes of the business meeting/ group conscious.
 - a. Maintain list of who attended the business meeting.
 - b. Send out a business meeting notes to all homegroup members within one week of the business meeting.

GROUP TREASURER QUALIFICATIONS

Suggested sobriety time: One Year

Term: One Year

Gainfully employed and/or financially solvent.

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system.
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
1. Gives financial reports to every business meeting.
2. Pays all Group expenses.
3. Passes on contributions to the Area and/or the USA Service Office.
4. Collects and documents 7th Tradition money.

GROUP PI LIAISON –

Suggested sobriety time: 6 months continuous sobriety

Term: 1 year

The purpose of the Group PI Liaison is to attend their local PI committee meeting, collect D.A.A literature / posters and distribute these locally. The Group PI Liaison is the one who will carry the information between their group and their local PI committee.

Duties and Responsibilities:

1. Familiarize yourself with PI guidelines and D.A.A.'s 12 traditions
2. Act as a liaison between your group and your local PI committee
3. Actively support your group by placing literature / posters in your meeting venue / local area on
1. regular basis
4. Keep group members informed of upcoming PI activities and opportunities for service

UNITY CHAIR

Suggested sobriety time: 6 months continuous sobriety

Term: 1 year

The purpose of the Unity chair is to foster fellowship within the D.A.A. community.

Duties and responsibilities:

1. Visit other D.A.A. groups within the Area.
2. Announce other meeting locations during the announcements at homegroup.
3. Work with the other Unity Chairs in the Area and the Area Unity trusted servant to create outings and any event which would foster fellowship.
4. If there are speaker meetings for the group selecting speakers would be a good task for the Unity Chair.
5. Along with every other Unity Chair in the area vote to elect an Area Unity Committee Chair.

PRUDENT RESERVE

Our Seventh Tradition states that, "Every D.A.A group out to be fully self-supporting, declining outside contributions." Each group is encouraged to set aside a prudent reserve of their funds. These funds are to be used for Rent, Group Functions, Group expenses, such as big books or coffee. A group may have elected to have speaker events, the cost of flying a speaker to the home group could be taken into consideration when setting that prudent reserve.

The recommended reserve fund is used to ensure the group can maintain its financial obligations.

The reserve should account for three months of rent, three months of supplies, and anything else the group requires to function.

Once the Prudent Reserve is met, it is recommended that additional funds be sent to the Area and D.A.A. USA in a 70/30 split. 70 percent to the Area, and 30 percent to D.A.A. USA. The funds provided to the Area will be used for Area Conferences, and any costs associated with keeping the Area functioning.

DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

THE AREA

An Area is usually a geographical unit with defined boundaries. Given the growth experienced by D.A.A. an Area may change based on the needs of the group. The primary function of an area is to serve the needs of the member groups and foster unification of the fellowship.

As new Areas are created D.A.A USA will have to amend the service manual to determine how Area representatives will receive votes. As it stands now every individual group has one vote within D.A.A USA. At some point it will have to change to reflect the growth of this organization.

The Area serves the Fellowship by distributing chips and literature, handling financial contributions of the Fellowship for that Area, and communicating with D.A.A. USA. The primary function of the Area is to serve the common needs of the groups it is comprised of. The Area Service Committee should establish a bank account. If the need arises the Area should establish an Area Central Office. The Area should also stay in contact with D.A.A. USA for purposes of communicating information regarding Area functions such as Service Conferences, Conventions, Retreats and other special events to promote and ensure unity withing the D.A.A. Fellowship as a whole.

AREA MEETINGS

Areas may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:
 - a. Election of WSC Delegates and Area Officers.
 - b. Treasurer's report.
 - c. Local Convention report.
 - d. WSC Delegate report.
 - e. Central Office report, if applicable.
 - f. Old business/new business.
 - g. Decision of major importance.
 - h. Also creation of starter kits for new meetings, To include books, chips, pamphlets, sample readings.

Possible Voting Members:

Area Officers, Committee Chairpersons, Group Trusted Servants, Advisory Board/Steering Committee members, and other trusted servants.

Voting Procedures: (Determined by Area)

A sample voting procedure is included towards the end of the Manual.

CHAIRPERSON

Suggested sobriety time: two years

Term: Two-year commitment

Duties and Responsibilities:

1. One year of active service in D.A.A.
2. Presides over monthly/quarterly meetings and arranges agenda.
3. Assumes responsibilities of coordinating all activities within the Area.
4. Encourages trusted servants to chair various Standing Committees.
5. Only votes in case of a tie.

6. Acts as the Area representative for the D.A.A. USA business meeting.

VICE-CHAIRPERSON

Suggested Sobriety: One year.

Term: Two-year commitment.

Six months of active service in D.A.A.

Duties and Responsibilities:

1. In absence of Chairperson performs those duties of Chairperson.
2. Chairperson of one Standing Committee.

SECRETARY

Suggested Sobriety: One year.

Term: Two-year commitment.

Six months of active service in D.A.A.

1. Keeps accurate minutes of each meeting.
2. General communications throughout the Area.
3. Records the number and location of each meeting in the Area.

AREA TREASURER

Suggested Sobriety: Three years continuous sobriety.

Term: Two-year commitment.

One year of active service in D.A.A.

Gainfully employed and/or financially stable.

Bookkeeping or Accounting experience preferred.

1. Receives and deposits contributions from meetings and special events.
2. Keeps an accurate bookkeeping system.
3. Maintains bank account(s) with checks requiring two (2) signatures.
4. Gives regular financial report with a copy of the Area Bank Statement (with account numbers

5. blacked out).
6. Timely filings with regulatory agencies (e.g., state and local taxes, nonprofit corporation.
7. forms). To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
8. Pays all expenses.
9. Passes on contributions to the Area D.A.A. USA.
10. Once the area is created, the treasurer will have to create a non-profit designation in order to open the bank account.

Given the practical barriers to starting a non profit, it may be that an Area does not obtain a group bank account until it is financially reasonable to do so. Every group and every Area will need to determine for themselves when it makes sense to establish a bank account and how they will handle their money in the meantime.

SERVICE BOARDS AND STEERING COMMITTEES

Our D.A.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee.

AREA COMMITTEES

It is suggested that the following Committees exist at both the Group and Area levels. When appropriate, Committees may be combined or added.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

PUBLIC INFORMATION: Responsible for the distribution of literature and information to the public.

D.A.A UNITY COMMITTEE: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the D.A.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote D.A.A. unity. Further, it is recommended that the Unity Committee be composed of each groups Unity Trusted Servant. Those Trusted Servants are to elect a person to chair the committee and guide the committee meetings the same way a chairperson would for the Area or the Secretary would for the Group.

It is suggested that the following Committees exist at the Area level and are comprised of D.A.A members who have held, or currently hold Area Service Positions.

Conference: Responsible for the coordination of conference to carry the message of recovery, unity and service to members of Drug Addicts Anonymous in the area.

ARCHIVES: Responsible for the collection, organization, categorization, copying, preserving, and electronically storing all of Drug Anonymous' historically valued documentation and memorabilia.

DESCRIPTION OF D.A.A. USA AND D.A.A. USA SERVICE COMMITTEE

D.A.A. USA

PURPOSE: To ensure that the hand of recovery is always available to the addict who still suffers.

Voted on statement of purpose

The purpose of the Corporation of Drug Addicts Anonymous USA (D.A.A. USA) is to assist D.A.A. groups in their common purpose of carrying the D.A.A. message to the addict who still suffers and the administration and coordination of Drug Addicts Anonymous (D.A.A.) activities common to the various groups comprising the Corporation's membership. (Motion passed May 12, 2012)

FUNCTIONS:

- 1) To deal with matters, both inside and outside the Fellowship, which affects the continuation of D.A.A growth.
- 2) The guardians of the Twelve Traditions.
- 3) To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers.

D.A.A. USA MEETINGS

D.A.A. USA may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:
 - i. Election of D.A.A. Delegates and Area Officers.
 - j. Treasurer's report.
 - k. Local Convention report.
 - l. Central Office report, if applicable.
 - m. Old business/new business.
 - n. Decision of major importance.
 - o. Creation of starter kits for new meetings, To include books, chips, pamphlets, sample readings.

TRUSTED SERVANTS

All D.A.A USA Officers Group Service Representatives, and Standing Committee Chairpersons are considered Trusted Servants of D.A.A. USA to serve solely in a leadership, advisory, and service capacity; they do not govern.

OFFICERS

- 1) D.A.A. USA shall be served by duly elected individuals from membership groups who shall be designated as the following officers to each serve for 2 year terms: (motion passed December 11, 2011)
 - a) Chairperson
 - b) Co-Chairperson
 - c) Treasurer
 - d) Secretary
- 2) Each officer shall hold office until his/her successor has been duly elected and qualified. (Motion passed October 11, 2011)
- 3) Co-Chairperson term is considered training period for serving as chairperson. After fulfilling 2 year term as Co-Chairperson, a vote following election procedures will be taken to determine if CO-Chairperson will become Chairperson. Serving as Co-Chairperson does not guarantee promotion to Chairperson position. (Motion passed October 11, 2014)

ELECTION PROCEDURES

- 1) Nominations for every election to fill any D.A.A. USA Officer position shall be made and seconded by any members of the D.A.A. USA members who are present at the regularly scheduled business meeting of D.A.A. USA. (Motion passed January 10, 2015)
- 2) Each candidate for any of the above Officer positions must be physically present at the time and place of said elections. Any past or present Officers of D.A.A. USA shall be eligible to run for a different elected position of D.A.A. USA, but he/she must also be physically present at the time of the elections. (Motion passed January 10 2015).
- 3) Automatic and immediate removal shall occur, without any further action, if any Officer, Representative, Alternate Representative, Standing Committee Chairperson or any other agent of D.A.A USA uses narcotics or any other mind-altering substance during his/her term of office. (Motion passed January 10, 2015)

ATTENDANCE POLICIES

- 1) A D.A.A. USA Officer may not miss more than 2 consecutive meetings without prior notification; they must have an alternate set up to take their place; and, provide the report for which they are responsible, otherwise, they automatically lose their position. (Motion passed December 11, 2011)
- 2) A D.A.A. USA Committee Chair or Committee Sub-Chair may not miss more than 2 consecutive meetings without prior notification; they must have an alternative set up to take their place; and, provide the report for which they are responsible, otherwise, they automatically lose their position. (Motion passed April 11, 2015)

GROUP SERVICE REPRESENTATIVES

- 1) D.A.A. USA shall be served by duly elected individuals from the membership groups who shall be designated as Group Service Representatives to Drug Addicts Anonymous USA. (Motion passed July 11, 2015)
- 2) Each Group Service Representative shall faithfully reflect the "Group Conscience" of D.A.A. USA and shall act as a liaison between D.A.A. USA and his/her designated membership group when Group Service Representative is not present. (Motion passed January 9, 2016)

BUSINESS MEETINGS AND ORGANIZATIONAL GUIDELINES

- 1) All business meetings of D.A.A. USA shall be governed per our adapted version of Roberts Rules of Order.
- 2) Regular business meetings of D.A.A. USA shall be held every quarter in January, April, July, and October on the 2nd Saturday of the month from 10:00 to 12:00 (motion passed December 14, 2013)
- 3) Regular business meetings of D.A.A. USA shall be no longer than 2 hours in length, unless otherwise determined by a vote of the majority of those entitled to vote at a meeting of D.A.A. USA. (Motion passed December 11, 2011)
- 4) The Co-Chair will maintain and distribute to all recognized D.A.A. USA groups, Group Service Representatives, Alternate Group Service Representatives and Subcommittee Chairs a proposed agenda including action steps/follow-up list one week prior to the scheduled D.A.A. USA meeting. (motion passed January 12, 2013).
- 5) Regular business meetings shall be presided over by the Chairperson of D.A.A. USA and, absent the Chairperson, by the CO-Chairperson of D.A.A. USA, and, absent both, by the Treasurer of D.A.A. USA. (motion passed April 11, 2015).
- 6) The Secretary of D.A.A. USA or any designated alternate shall act as secretary of every business meeting. (Motion passed April 11, 2015)
- 7) Secretary's minutes must be written and distributed within 2 weeks following the last D.A.A. USA meeting date to all recognized D.A.A. USA groups, Group Service Representatives, Alternate Group Service Representatives and Subcommittee Chairs. (motion passed January 12, 2013)

VOTING QUORUM

- 1) A quorum of the voting members must be established at the beginning of each D.A.A. USA meeting. Minimum voting quorum would be the Chair plus 2 voting members comprised of 1 officer and 1 member; or, 2 members from separate groups; or , 2 officers. Chair must also be present in case of a tie. (motion passed April 11, 2015)
- 2) Each group in attendance is allowed 1 vote by either the GSR or alternate GSR or their temporary designated proxy until a GSR can be elected for the group. (motion passed May 12, 2021)
- 3) GSRs or Alternate GSR if GSR is not present, as well as elected officers, Co-Chair, Treasurer, and Secretary, will each have 1 vote. Chair will have 1 vote if necessary to break a tie. (motion passed August 11, 2012).
- 4) Should a GSR for a membership group serve as Alternate Chair during a D.A.A. USA business meeting and no Alternate GSR is present for said membership group, a proxy may be designated to ensure every group present gets one vote. (motion passed December 11, 2011)

FINANCES – GENERAL GUIDELINES

- 1) Maintain a business checking account through Wells Fargo (Simple Business Checking Account) for D.A.A. USA that includes a debit card for deposit purposes only. (motion passed February 9, 2013)
- 2) ALL D.A.A USA checking accounts shall require two signatures. Each D.A.A. USA bank shall maintain as a signatory the following D.A.A. USA persons: Chairperson and Secretary. (Motion passed February 11, 2012)
- 3) Treasurer will not be a signer on the account or any future accounts. Treasurer will have physical possession of the D.A.A. USA check book. (motion passed February 11, 2012)
- 4) A prudent reserve shall be determined by a vote of informed D.A.A. USA members. As of July 12, 2012, the Prudent Reserve is set in the amount of \$275. **I know this is incorrect, I don't know the date of the new amount.**
- 5) Every check drawn on any D.A.A. USA checking account for personal reimbursement of expenses shall only be written out when submitted with copies of receipt(s) or invoice(s) attached and with respect to any check drawn on the main D.A.A. USA account, must bear the signature of the D.A.A. USA Chairperson. All expenses for reimbursement must be approved by a majority vote of the membership present before reimbursement is paid. (motion passed October 13, 2012)
- 6) Payment in full must be received prior to any inventory distribution. (Motion passed January 12, 2013)
- 7) All funds of the D.A.A. USA not otherwise employed shall be deposited from time to time to the credit of D.A.A. USA. All monies received from any event or purpose shall be promptly deposited into the applicable bank account. (Motion passed October 10, 2015)
- 8) Treasurer will keep copies of all receipts and check for records. (Motion Passed April 13, 2013).
- 9) Upon Approval by majority vote of the membership, any contract entered in the name of and on behalf of D.A.A. USA must be executed by 2 persons who shall include the Chairperson of the standing committee responsible for the activity involved in the applicable contract, and either the D.A.A. USA Chairperson, Co-Chairperson, or Treasurer. (Motion passed October 10 2015)

- 10) The officers of D.A.A. USA shall not be personally liable for the debts, liabilities, or other obligations of D.A.A. USA. (Motion passed October 10, 2015)
- 11) There shall be no compensation other than reimbursement for expenditures approved by a majority vote of the membership for any services provided by the Officers, Representatives, Alternative Representatives, or Standing Committee Chairpersons; all services are donated and voluntary. (Motion passed April 9, 2016)

CHAIRPERSON

Suggested sobriety time: two years

Term: Two-year commitment

Duties and Responsibilities:

1. One year of active service in D.A.A.
2. Presides over monthly/quarterly meetings and arranges agenda.
3. Assumes responsibilities of coordinating all activities within the Area.
4. Encourages trusted servants to chair various Standing Committees.
5. Only votes in case of a tie.

VICE-CHAIRPERSON

Suggested Sobriety: One year.

Term: Two-year commitment.

Six months of active service in D.A.A.

Duties and Responsibilities:

1. In absence of Chairperson performs those duties of Chairperson.
2. Chairperson of one Standing Committee.

SECRETARY

Suggested Sobriety: One year.

Term: Two-year commitment.

Six months of active service in D.A.A.

1. Keeps accurate minutes of each meeting.

2. General communications throughout the Area.
3. Records the number and location of each meeting in the Area.

D.A.A. USA TREASURER

Suggested Sobriety: Three years continuous sobriety.

Term: Two-year commitment.

One year of active service in D.A.A.

Gainfully employed and/or financially stable.

Bookkeeping or Accounting experience preferred.

1. Receives and deposits contributions from meetings and special events.
2. Keeps an accurate bookkeeping system.
3. Maintains bank account(s) with checks requiring two (2) signatures.
4. Gives regular financial report with a copy of the Area Bank Statement (with account numbers blacked out).
5. Timely filings with regulatory agencies (e.g., state and local taxes, nonprofit corporation forms).
To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
6. Pays all expenses.
7. Follow all requirements found in the D.A.A. USA bylaws listed above.

SERVICE BOARDS AND STEERING COMMITTEES

Our D.A.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee.

D.A.A. USA COMMITTEES

It is suggested that the following Committees exist at both the Group and Area levels. When appropriate, Committees may be combined or added.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

PUBLIC INFORMATION: Responsible for the distribution of literature and information to the public.

D.A.A. USA UNITY COMMITTEE: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the D.A.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote D.A.A. unity. Further, it is recommended that the Unity Committee be composed of each group's Unity Trusted Servant. Those Trusted Servants are to elect a person to chair the committee and guide the committee meetings the same way a chairperson would for the Area or the Secretary would for the Group.

It is suggested that the following Committees exist at the D.A.A. USA level and are comprised of D.A.A. members who have held, or currently hold Area Service Positions.

CONFERENCE: Responsible for the coordination of the D.A.A. USA Conference to carry the message of recovery, unity and service to members of Drug Addicts Anonymous in the area. Further the primary purpose of the convention is to meet in person and conduct D.A.A. USA business once a year. (Once we are in a place to start having this commitment)

ARCHIVES: Responsible for the collection, organization, categorization, copying, preserving, and electronically storing all of Drug Anonymous' historically valued documentation and memorabilia.

REGISTRATION: Responsible for keeping in contact with meetings throughout the USA and ensuring that each meeting has current contact information for group GSR

D.A.A USA Version of Robert's Rules of Order
(Suggested format on how to handle a business meeting)

Statement of Purpose: To ensure that the hand of recovery is always available to the addict/alcoholic who still suffers.

Meditation:

Five minute meditation with that purpose in mind.

Lay Aside Prayer:

God, please lay aside everything I think I know about myself, these steps, this program, this disease, this book, this meeting and especially about you God. Open our hearts and minds to a new experience with each of these things so that we may, as a group help the addict who still suffers.

Establish Voting Quorum:

Each area will likely have a different voting quorum. For D.A.A USA the quorum is:

A quorum of the voting members must be established at the beginning of each D.A.A. USA meeting. Minimum voting quorum would be the Chair plus 2 voting members comprised of 1 officer and 1 member; or, 2 members from separate groups; or , 2 officers. Chair must also be present in case of a tie. (motion passed April 11, 2015)

Explanation of Voting Requirements

Each Individual Meeting and Area will establish their own requirements. Voting requirements for D.A.A USA are:

- 1) Each group in attendance is allowed 1 vote by either the GSR or alternate GSR or their temporary designated proxy until a GSR can be elected for the group. (motion passed May 12, 2021)
- 2) GSRs or Alternate GSR if GSR is not present, as well as elected officers, Co-Chair, Treasurer, and Secretary, will each have 1 vote. Chair will have 1 vote if necessary to break a tie. (motion passed August 11, 2012).
- 3) Should a GSR for a membership group serve as Alternate Chair during a D.A.A. USA business meeting and no Alternate GSR is present for said membership group, a proxy may be designated to ensure every group present gets one vote. (motion passed December 11, 2011)

Explanation of Participation in the Meeting

Each Group will make their own decision on how best to manage their Business Meeting. For D.A.A USA we have adopted the AA GSO guide to participation which is:

- 1) All DAA members are welcome and encouraged to attend regular and special open D.A.A USA meetings. As a courtesy, members are encouraged to contact the Secretary through D.A.A USA prior to the meeting if they wish to speak at the meeting for any reason; this simply helps the Chairperson prepare the meeting agenda and effectively facilitate the meeting to ensure that all voices are heard.
- 2) All G.S.R trusted servants can bring new business to the D.A.A USA business meeting, The G.S.R is the voice of the individual group and while participation is encouraged for all members, we ask that

the G.S.R be the voice of each individual group. This is asked so that each meeting can be as organized as possible.

Trusted Servant Reports:

- 1) Chairperson Report.
 - a. Vote to accept report
- 2) Treasurer Report.
 - a. Vote to accept report.
- 3) Etc.. Until each trusted servant has issued their report on what they have been working on.

Old Business:

It is required that the minutes be sent out two weeks after the quarterly meeting. It is recommended to vote to accept old business and go through any items that need to be voted on.

New Business:

Each Group will make their own decision on how best to handle new business. For D.A.A USA we have adopted the AA GSO guidelines

- 1) Whenever possible, motions should be prepared in writing and send to the Secretary through the DAA USA website in advance of the business meeting to include in the meeting agenda. Only those items of business determined by a vote to be urgent and/or administrative will be voted on immediately. All other motions will be tabled so GSRs can take them back to their groups to determine the group conscience. All motions presented at business meetings should be structured to include the following information:
 - 1) The motion itself, limited to one issue;
 - 2) A statement of current practice; and
 - 3) A statement of potential cost if passed.
- 2) If the Chairperson receives a motion that contains more than one issue, he/she will separate the issues into separate motions. Motions presented at business meetings will, follow modified Roberts' Rules of Order for motions, as outlined below:
 - 1) A motion is made:
 - If the motion does not receive a second, it dies.
 - After a second, discussion is opened.
 - If a voting member "calls the question," a second is required. Otherwise, discussion resumes.
 - If the call is seconded, a vote is taken, with a two-thirds majority required to end the discussion.

- If the call is not seconded, discussion resumes.
- When the Chairperson is satisfied that all voting members present have had a chance to thoroughly share their point of view, discussion ends.
- If the motion involves expenditure of Area funds, the Treasurer or GSR's are asked to report about the availability of funds.
- A vote is taken to determine whether the issue is urgent or administrative; a simple majority prevails. •
- If it is determined that the issue is urgent or administrative, a vote on the motion is taken immediately, and a two-thirds majority is required to pass.
- If it is determined that the issue is not urgent or administrative, the motion is tabled so the GSRs can take it back to their groups for input. Discussion resumes under Old Business at the next Area business meeting.

2) A motion is voted on:

- The motion requires a two-thirds majority to pass.
- If any "no" votes have been cast, the Chairperson asks whether a voting member from the nonprevailing side wants to voice a minority opinion.
- After the minority opinion is heard, the Chairperson asks if anyone from the prevailing side wants to re-vote. If so, a motion to reconsider and a second are required; a two-thirds majority is required to decide whether to reconsider the motion.
- If no minority opinion is voiced, the motion passes.

3) When a motion is reconsidered:

- Discussion is resumed, but members are asked to limit discussion to new considerations only. Discussion ends when the Chairperson is satisfied that all voting members have had a chance to speak.
- The process resumes as outlined above under "A motion is voted on."

Motion To Close:

We version of the Serenity Prayer

